

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 9 June 1951

FROM : Chief, Bldg. Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division
during the month of May, 1951.

Volume:

A.	1. Requests for services on hand prior to May 1	87
	2. Requests on hand two months old or older	2
	3. Requests for services on hand 31 May	14
B.	Requests for services received in writing during May	250
C.	Telephone calls received during May	2700
D.	1. Orders submitted to GSA charged to quarterly encumbrance. May allotment of quarterly encumbrance for alterations and renovations \$11,308.00	266
	2. Special orders submitted to GSA not charged to quarterly encumbrance a. Renovations (251-165) \$35,589.00 b. Renovations (Other) 3,055.00 <u>\$38,644.00</u>	23
	3. Quarterly orders submitted to GSA (for 2 month period)	2
	4. Orders submitted to GSA nonreimbursable (written and verbal)	430
	5. Routine inter-office memorandums and inter-agency letters.	65
E.	1. Space moves during May 2. Total personnel moved 3. Equipment moves 4. Man hours worked by GSA 5. Estimated cost May allotment of quarterly encumbrance for Laborers and Trucks	22 317 37 1432 \$2133.00 \$3333.00
F.	Protective Services (GSA Guard Posts) 1. Reimbursable Posts 2. Non-reimbursable Posts May allotment of quarterly encumbrance	146 31 \$51,734.00

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G. Monies paid to GSA during the month of May for services rendered during the month of February.

1. GSA Guards	\$40,014.24
2. GSA Laborers and Trucks	7,700.39
3. Alterations and Installations	28,365.96
4. Janitorial Service	50.40
5. Elevator Service	-----
6. Hot Plates	-----
7. Fireman-Laborers	1,108.94
	<u>\$77,239.93</u>

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Attachment

*Revised
7/16/91.*